



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Airport Operations Assistant
Posting Number	PN# 109901
Department	Houston Airport System
Division	Public Safety & Technology
Section	IAH - Security
Reporting Location	2800 N. Terminal Rd.*
Workdays & Hours	Shift work, including rotation, weekends and holidays*
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Maintains a safe and secure airport environment by conducting inspections of terminals and airside operations; security activities, patrols, and supporting operational and security activities. Ensures safe and secure airport operations by inspecting airport terminal areas and tenant facilities; prepares inspection reports; notifies management of unsafe conditions; reports to management policy and procedure violations; provide customer service. Ensures safe and secure land and air side operations by inspecting security alarm doors; monitors perimeter terminal areas; patrols airport perimeter areas; performs traffic and curbside management duties; enforces parking regulations; initiates vehicle tows; follows security procedures and policies; monitors radio communications and closed circuit television activities; performs identification and badging activities; creates and maintains electronic reports on activities.

WORKING CONDITIONS

Performing these duties will involve: operating city vehicles; walking and standing for extended periods; making visual observations and differentiating details; applying specialized information; attending to details amid distractions; dealing with people in tense situations; speaking and writing effectively; being outside during inclement weather; using two-way radios and lifting up to forty (40) pounds; and reacting quickly with dexterity and coordination. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Aviation Management, Airway Science, Criminal Justice, Law Enforcement, Public Administration, Business Administration, or related field.

MINIMUM EXPERIENCE REQUIREMENTS

No experience required. Para-professional or professional experience in an airport, security or emergency related field may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Experience working in a highly stressful environment, i.e., law enforcement, security, military, or emergency management office helpful. Some knowledge related to security activities and principles/procedures. Ability to communicate diplomatically and effectively, often in tense situations, with all levels of internal and external customers. Working knowledge of Personal Computers, Windows, and MS Office Suite.

SELECTION/SKILLS TEST REQUIRED The selection process will involve: application review; work sample exercise; and/or interview.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 13	
\$989.00 - \$1,154.00 Biweekly	\$ 25,714.00 - \$30,004.00 Annually

OPENING DATE APRIL 12, 2006

CLOSING DATE APRIL 25, 2006

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>.

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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